

To create your Air Command and Staff College account click on this link:
<https://ausis.maxwell.af.mil/ACSCSIS/app>. You'll see a page that looks like this:



Click the silver box on the left that says "Login" - This will bring up a redirect screen to the Air University Portal that looks like this:



Click continue (silver box on bottom) - This will take you to the Air University Login screen

AU Portal - Internet Explorer provided by USAF

https://auportal.maxwell.af.mil/auportal/sec/linkToAirUniversity

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AU Portal AU Portal

AIR UNIVERSITY
THE INTELLECTUAL AND LEADERSHIP CENTER OF THE AIR FORCE
We make a difference, one student at a time.

Air University Login

Existing User Account

CAC Login
Insert your CAC to begin.

Log In

Password Login

User Name

Password

Log In

Forgotten your [User Name](#) / [Password](#)?

New User Account

Select one of the criteria below and then click on the **Create New Account** button to continue creating an AU Portal account.

☐ Use your Common Access Card (CAC)

☐ Use your existing Air Force Portal account

☒ None of the above

Create New Account

Done, but with errors on page. Trusted sites | Protected Mode: Off 100%

On the right side of the screen under "New User Account" click "None of the above" (this just selects that option). Click "Create New Account" - Takes you to the "Create Account screen"

AU Portal - Internet Explorer provided by USAF

https://auportal.maxwell.af.mil/auportal/ausso/create.AirUniversity

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AU Portal

AIR UNIVERSITY

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Create Air University Login Account

Create Account

Need to access an Air University information system? Use this form to create your Air University Login account.

Step 1

SSN/Foreign ID

Last Name

Date of Birth (dd-MMM-yyyy)

Done Trusted sites | Protected Mode: Off 100%

Step 1

Enter your SSN (no dashes), Last Name, and Date of Birth (please note the DOB format requirements to the right or use the calendar button). Click Next

If you are an International Officer approved to take the Air Command and Staff College program, you will need to use your Foreign ID number as your SSN. This number should have been issued along with your CAC. If you do not have one, AU Registrar (334-953-8128) must provide it. If you do not use your Foreign ID number, your registration will not work.

If you are an International Officer and do happen to have an SSN, do not use it, you must use your Foreign ID number.

Screen for Steps 2 and 3

AU Portal - Internet Explorer provided by USAF
https://auportal.maxwell.af.mil/auportal/ausso/createAccountAirUniversity

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AU Portal AU Portal

AIR UNIVERSITY

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Create Air University Login Account

Create Account

Need to access an Air University information system? Use this form to create your Air University Login account.

Step 2 - Enter personal information

Your information has been located in DEERS (Defense Enrollment Eligibility Reporting System). Please review this information and correct as necessary. NOTE: This system will NOT update your DEERS information. Data entered here is stored ONLY in appropriate Air University systems. Click here to update your DEERS record if necessary.

SSN/Foreign ID

First Name MI

Last Name

Suffix

Date of Birth

Gender

Country Of Citizenship -- select country --

Email

Confirm Email

Home Phone include area code, country code, etc.

Work Phone include area code, country code, etc.

Address 1

Address 2

Address 3

City

State

Zip Code

Country United States

Service Category -- select service category --

Service Agency -- select agency --

MAJCOM -- select majcom --

Rank -- select rank --

Step 3 - Create a username and password

The password must be at least 15 characters long; it must contain at least two uppercase letters, two lowercase letters, two numbers, and two special characters; it must not contain dictionary words.

User Name

Password

Verify Password

<-- Previous Cancel Next -->

Done Trusted sites | Protected Mode: Off 100%

Step 2 (see screen above)
Enter your following information:

First Name:
Suffix:
Gender:
Country of Citizenship:
Current Education Level:
Email: (This is where you want notifications to come to)
Confirm Email:
Home Phone:
Work Phone:
Address 1: (Where you want your materials shipped)
Address 2: (Where you want your materials shipped)
Address 3: (Where you want your materials shipped)
City:
State:
Zip Code:
Country:
Service Category:
Service Agency:
MAJCOM:
Rank:

If you do not know how to fill out any of these areas, please contact Student Services at 334-953-7902. These may be unique depending on the program you are enrolled in (CAP, Capitol Hill Program, etc).

Step 3 (see screen above)

Please pay special attention to this step as it will make life much easier later in the ACSC Program.

Username: Consists of 9 digits taken from your lastname, SSN, and first initial. Use all lower case. Take the first 4 of your last name, the last 4 of your social security number, and your first initial. If your lastname is 4 characters or less, use all of your last name, the last 4 of your SSN and your first initial. Do not add anything to make your last name 4 characters.

For example, if your name is Mike Smith with a SSN of 123-45-6789, your user name would be smit6789m. If your name is Mike Tae with a SSN of 123-45-6789 your user name would be tae6789m.

Password: Must be at least 15 characters, consisting of 2 special characters, 2 numbers, upper and lower case numbers.

For example, !QAZ2wsx!QAZ2wsx is a valid password.

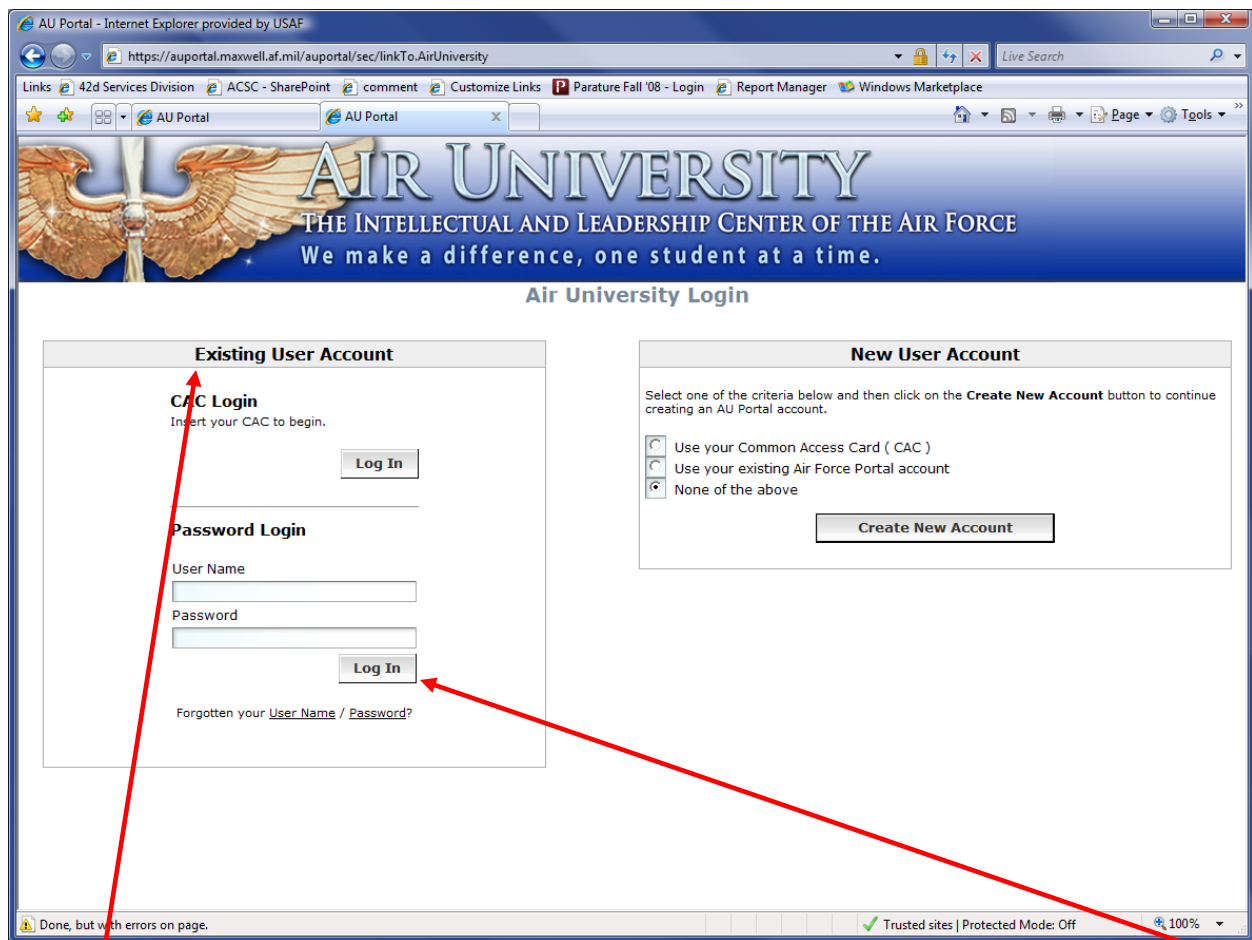
At this point, your account in the AU Portal has been created. If your account is locked, you will need to email ACSCDL.TECH@MAXWELL.AF.MIL and request that your account be unlocked.

Once your account has been unlocked, you will need to do the following to access AUSIS:

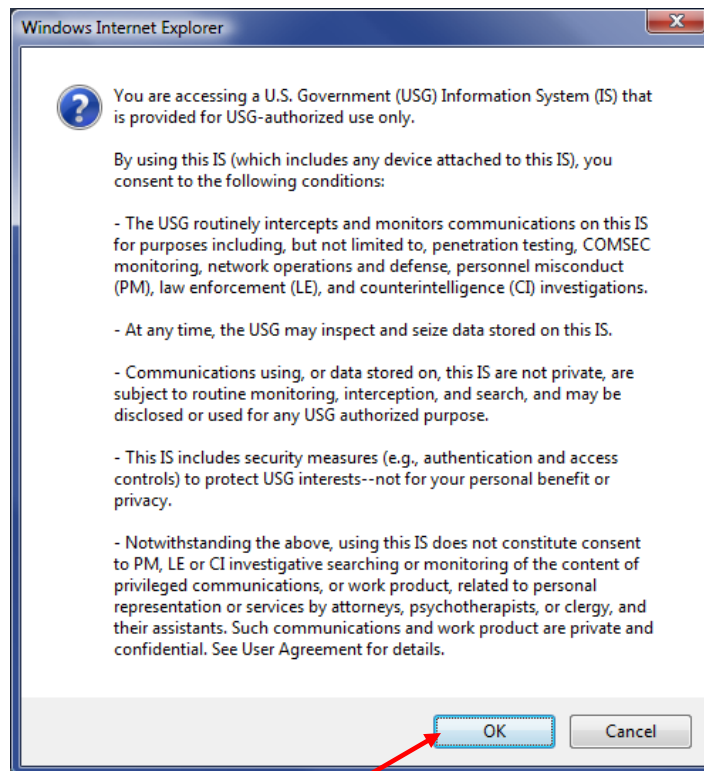
To begin the ACSCDL Correspondence JPME Phase 1, click on this link:
<https://ausis.maxwell.af.mil/ACSCSIS/app>. You will see this screen again:



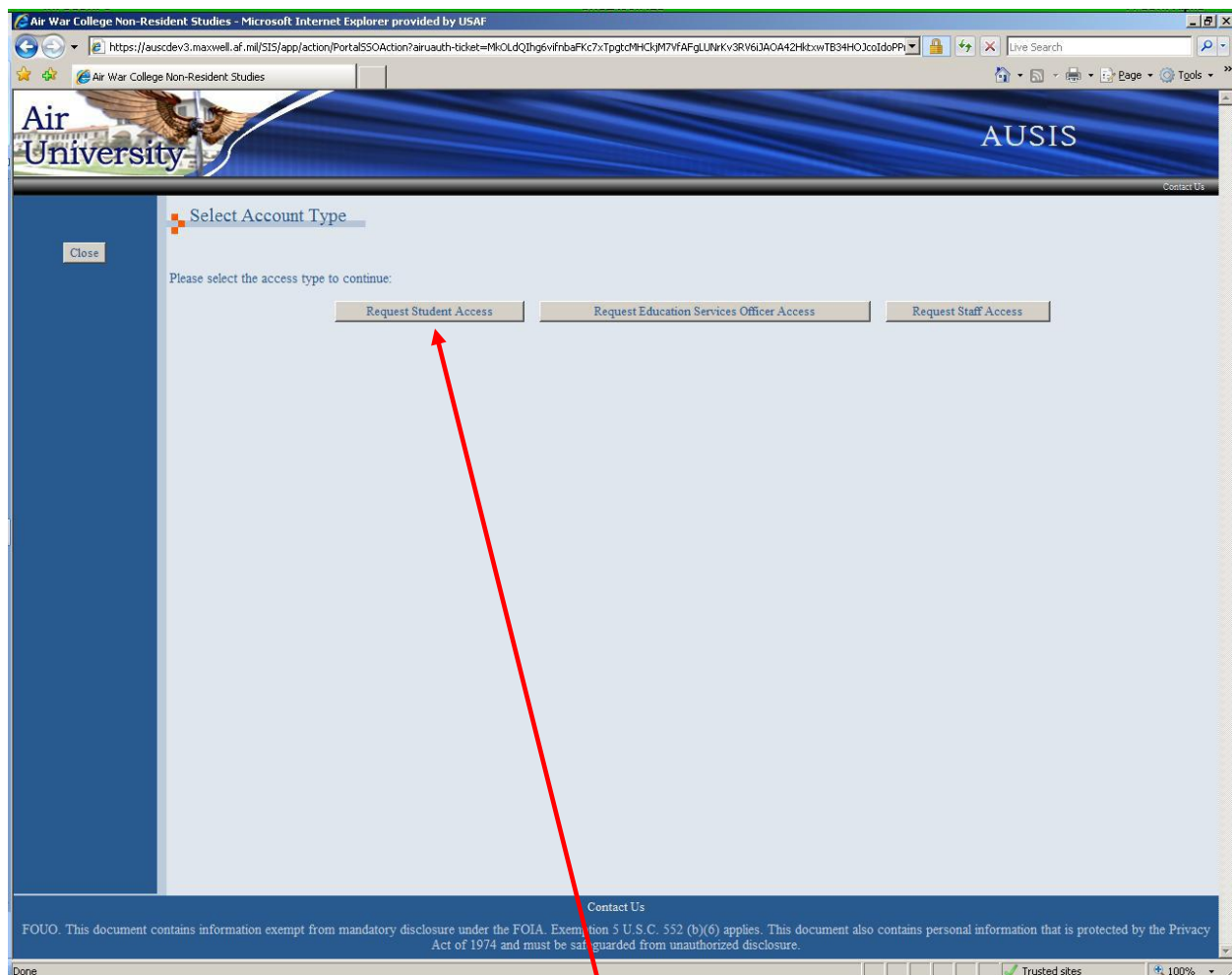
Click Login: This will bring up a redirect screen to the Air University Portal
Click continue - This will take you to the Air University Login screen:



Under Existing User Account, enter your user name and password your generated above. Click Login,



Click OK on the popup window



Click “Request Student Access”

Read the Disclaimer, click “Accept”

Verify your information.

Verify your TCF

Confirm your email and click “Save”

At this point, you are registered and in the system. However, you may not be able to see your course content. If you do not see a “Course Description” page open with you click on the Course Content link, close your browser and log back in. This will reset your browser settings and should give you access to your course materials. You can log in at this URL:

<https://ausis.maxwell.af.mil/ACSCSIS/app>

You should now be logged in and have access to all online content. Don’t forget to view the Errata on each webpage under ‘Course Content’

Have a great Air Force Day!